

SDBIP 2017/2018

Service Delivery and Budget Implementation Plan
2017/2018



Vision: Creating an economically viable and fully developed municipality, which enhances the standard of living of all the inhabitants / community of Kai ! Garib through good governance, excellent service delivery and sustainable development.

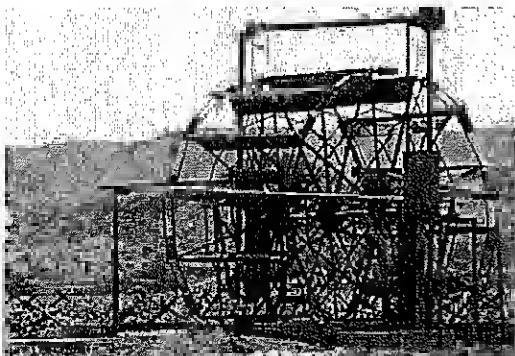


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1. Introduction

1.1 Legislative Framework

The Municipal Finance Management Act (MFMA) No. 56 of 2003 requires that municipalities prepare a Service Delivery and Budget Implementation Plan (SDBIP) as an implementation and management tool to ensure that budgetary decisions that are adopted by municipalities for the financial year are aligned with their Integrated Development Plan.

Section 1 of the Municipal Finance Management Act (MFMA) No. 56 of 2003 defines the “service delivery and budget implementation plan” as the detailed plan approved by the mayor of the municipality in terms of Section 53 (1) (c) (ii) for implementing the municipality’s delivery of municipal services and its annual budget and which must include the following:-

- a) Projections of each month of-
 - (i) revenue to be collected, by source; and
 - (ii) operational and capital expenditure, by vote;
- b) Service delivery targets and performance indicators for each quarter; and
- c) Any other matters that may be prescribed, and includes any revisions of such plan by the mayor in terms of section 54(1)(c).

In terms of Section 53 (i)(c)(ii) of the MFMA, the SDBIP must be approved by the Mayor of a municipality within 28 days of the approval of the budget.

MFMA Circular 13 further addresses the minimum requirements of the SDBIP in detail.

1.2 Overview of the Service Delivery and Budget Implementation Plan (SDBIP)

Kai !Garib Municipality prepared its 2017/18 SDBIP in line with the above. The SDBIP will serve as a “contract” between the administration, council and the community to deliver on the services

outlined in the SDBIP and to manage the finances of the Municipality in a transparent and accountable manner. Not only will the SDBIP serve as an appropriate monitoring tool in the execution of the Municipality's budget to achieve key strategic priorities as set by the Integrated Development Plan (IDP), but will also serve as an essential part of the annual performance contracts for the Municipal Manager and Managers reporting directly to the Municipal Manager and provide a foundation for the overall annual and quarterly organisational performance for the 2017/18 financial year.

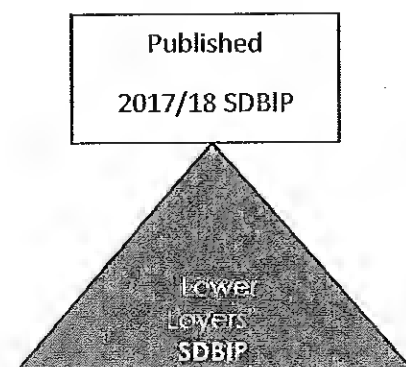
The SDBIP includes the following indicators:

- The revenue and expenditure projections per Vote per month.
- Revenue projections by source.
- Capital projects at a ward level and monthly capital cash flow.
- Quarterly consolidated service delivery targets and performance indicators per Municipal KPA and IDP Objective.

The SDBIP will therefore empower the Mayor, Council and other role-players to undertake their appropriate oversight and monitoring roles. The SDBIP will also afford the Mayor (Executive Committee), Council Committees and the Municipal Manager the ability to measure in-year progress on the implementation of the IDP Objectives and the Budget.

2. *Components of the SDBIP*

The SDBIP is a layered plan and starts with a Multi-year Performance Plan as part of the IDP which is directly linked to the IDP Objectives. The 2016/17 SDBIP will be informed by the Multi-year Municipal Performance Plan which serves as the “top layer” of the SDBIP and contains the consolidated service delivery targets and in-year deadlines. This is illustrated by the illustration below:



Once the “top layer” SDBIP is set, senior management will develop the “lower layers” of detail supporting the SDBIP. These are the actual activities linked to resources (financial, equipment and human) to actually achieve the consolidated service delivery targets within the approved budget amounts on time.

The detail of the departmental SDBIP’s will be used by senior managers to hold middle level and lower level managers accountable to contribute to the municipal targets.

The following components forms part of the “top layer” SDBIP:

- **Monthly Projections of Revenue to be collected by Source**

One of the most important and basic priorities for any municipality is to collect all its revenue as budgeted for – the failure to collect all such revenue will undermine the ability of the municipality to deliver on services.

While these projections would be most useful as cash flow projections, it is also critical to understand the relationship between revenue billed and the amount actually collected in the context of tariff, credit control and indigent policies and any other relevant policies. Comprehensive, coherent revenue policies that take into account appropriate service delivery levels, standards, ability to pay and collection efforts will ensure realistic revenue projections.

- **Monthly Projections of Expenditure and Revenue for each Vote**

These projections relate to cash paid and should reconcile to the cash flow statement adopted as part of the budget documentation.

The SDBIP show monthly projections of revenue by vote in addition to revenue by source. This is done to review the budget projections against actual revenue and expenditure by vote in order to gain a more complete picture than provided by reviewing expenditure only.

- **Top Level SDBIP**

While the first two components indicate projections of budgeted amounts for revenue and expenditure, this component requires non-financial measurable key performance indicators and service delivery targets (including reduction of backlogs). The focus here is on outputs and outcomes, and not so much on inputs or internal management objectives.

3. Monthly Revenue by Source

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NC082 Ikali Garib - Supporting Table SA25 Budgeted monthly revenue and expenditure

R thousand	Description	Ref	Budget Year 2017/18												Medium Term Revenue and Expenditure		
			July	August	Sept	October	November	December	January	February	March	April	May	June	Budget Year 2017/18	Budget Year +1 2018/19	Budget Year +2 2019/20
Revenue By Source																	
	Property rates		18,355	—	—	—	—	—	—	—	—	—	—	—	18,355	20,190	22,209
	Service charges - electricity revenue		4,514	4,749	5,449	4,614	5,195	5,851	7,269	6,931	7,262	5,484	6,814	72,516	73,986	75,446	
	Service charges - water revenue		1,263	1,151	1,402	1,408	1,414	1,679	1,510	1,795	1,714	1,422	1,314	19,117	21,029	9,579	
	Service charges - sanitation revenue		912	911	912	909	912	909	913	910	909	909	910	10,925	12,017	13,219	
	Service charges - refuse revenue		659	659	659	659	659	659	659	659	659	659	659	7,912	8,703	9,573	
	Service charges - other		—	—	—	—	—	—	—	—	—	—	—	—	—	—	
	Rental of facilities and equipment		19	19	19	20	21	20	18	19	19	19	19	229	707	849	
	Interest earned - external investments		9	10	10	11	12	13	14	15	16	17	19	180	15,143	16,657	
	Interest earned - outstanding debtors		523	570	618	665	713	760	950	998	903	855	809	9,500	—	—	
	Dividends received		—	—	—	—	—	—	—	—	—	—	—	—	—	—	
	Fines, penalties and forfeits		10	9	10	10	11	12	18	14	14	11	12	144	1,508	1,958	
	Licences and permits		28	17	18	18	26	18	26	28	24	24	18	260	280	307	
	Agency services		126	82	87	87	125	89	127	93	116	118	88	1,263	1,487	1,823	
	Transfers and subsidies		28,633	260	—	—	22,842	—	—	795	15,915	—	—	68,635	81,955	88,448	
	Other revenue		56	53	53	55	62	58	63	67	61	56	168	815	165	192	
	Gains on disposal of PPE		—	—	—	—	—	—	—	—	—	—	—	—	—	—	
	Total Revenue (excluding capital transfers and contributions)		55,304	8,480	9,238	8,457	31,992	10,079	14,203	12,408	11,695	9,574	10,826	209,830	237,149	240,056	
Expenditure By Type																	
	Employee related costs		7,779	7,779	7,779	7,779	7,779	7,779	7,779	7,779	7,779	7,779	7,779	93,343	108,187	114,844	
	Remuneration of councillors		522	522	522	522	533	522	522	522	522	522	522	8,271	8,547	8,952	
	Debt impairment		—	—	—	—	—	—	—	—	—	—	—	—	—	—	
	Depreciation & asset impairment		158	158	158	158	158	158	158	158	158	158	158	1,890	2,862	2,705	
	Finance charges		2,993	3,155	3,699	3,078	3,510	4,032	6,027	5,084	5,078	3,727	4,702	49,903	57,887	61,939	
	Bulk purchases		248	248	248	248	248	248	248	248	248	248	248	2,975	2,573	2,878	
	Other materials		1,388	1,388	1,388	1,388	1,388	1,388	1,388	1,388	1,388	1,388	1,388	16,855	17,849	18,742	
	Contracted services		455	455	455	455	455	455	455	455	455	455	455	5,458	6,997	8,099	
	Transfers and subsidies		1,525	1,525	1,525	1,525	1,525	1,525	1,525	1,525	1,525	1,525	1,525	18,305	15,214	15,823	
	Other expenditure		—	—	—	—	—	—	—	—	—	—	—	—	—	—	
	Loss on disposal of PPE		15,067	15,228	15,773	15,152	15,594	16,106	16,101	17,136	17,150	15,801	16,775	194,798	215,907	231,580	
	Total Expenditure		(40,237)	6,748	6,535	6,695	(16,397)	6,027	3,898	4,729	(10,600)	6,227	5,949	(15,032)	(21,242)	(8,478)	
	Surplus/(Deficit)		15,523	—	—	—	9,062	5,000	—	—	—	—	—	35,407	24,662	64,754	
	Transfers and subsidies - capital (monetary allocations) (National / Provincial and District)																
	Transfers and subsidies - capital (monetary allocations) (National / Provincial Departmental allocations) (National / Provincial Departmental allocations)																
	Agencies: Households, Non-profit institutions, Private Enterprises, Public Corporations, Higher Educational institutions)																
	Transfers and subsidies - capital (in-kind - all)																
	Surplus/(Deficit) after capital transfers & contributions		(24,714)	8,248	6,535	6,695	(7,339)	11,027	3,698	4,729	(6,339)	5,455	6,227	20,374	3,410	56,276	
	Taxation		—	—	—	—	—	—	—	—	—	—	—	—	—	—	
	Attributable to minorities		—	—	—	—	—	—	—	—	—	—	—	—	—	—	
	Share of surplus/ (deficit) of associate		—	—	—	—	—	—	—	—	—	—	—	—	—	—	
	Surplus/(Deficit)	##	(24,714)	8,248	6,535	6,695	(7,339)	11,027	3,698	4,729	(6,339)	5,455	6,227	20,374	3,410	56,276	

4. Monthly Expenditure by Vote

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NC082 IKail Garib - Supporting Table SA26 Budgeted monthly revenue and expenditure (municipal vote)																
Description	Ref	Budget Year 2017/18												Medium Term Revenue and Expenditure		
		July	August	Sept	October	November	December	January	February	March	April	May	June	Budget Year 2017/18	Budget Year +1 2018/19	Budget Year +2 2019/20
R thousand																
Revenue by Vote																
Vote 1 - Office of the Mayor and Speaker		-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Vote 2 - Office of the Municipal Manager		-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Vote 3 - Budget and Treasury		6,043	6,043	6,043	6,043	6,043	6,043	6,043	6,043	6,043	6,043	6,043	6,301	72,773	87,750	96,101
Vote 4 - Corporate Services		175	175	175	175	175	175	175	175	175	175	175	175	2,100	1,402	1,280
Vote 5 - Technical and Engineering Services		8,769	8,769	8,769	8,769	8,769	8,769	8,769	8,769	8,769	8,769	8,769	(12,838)	83,622	85,330	127,712
Vote 6 - Properties, Planning and Development		202	202	202	202	202	202	202	202	202	202	202	21,551	23,775	23,877	25,038
Total Revenue by Vote		15,189	15,189	15,189	15,189	15,189	15,189	15,189	15,189	15,189	15,189	15,189	15,189	182,271	198,359	250,131
Expenditure by Vote to be appropriated																
Vote 1 - Office of the Mayor and Speaker		-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Vote 2 - Office of the Municipal Manager		-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Vote 3 - Budget and Treasury		7,910	7,910	7,910	7,910	7,910	7,910	7,910	7,910	7,910	7,910	7,910	7,910	94,916	101,875	110,401
Vote 4 - Corporate Services		453	453	453	453	453	453	453	453	453	453	453	453	5,439	5,898	6,397
Vote 5 - Technical and Engineering Services		10,128	10,128	10,128	10,128	10,128	10,128	10,128	10,128	10,128	10,128	10,128	(11,479)	99,931	105,401	151,237
Vote 6 - Properties, Planning and Development		271	271	271	271	271	271	271	271	271	271	271	21,878	24,862	26,187	27,593
Total Expenditure by Vote		18,762	18,762	18,762	18,762	18,762	18,762	18,762	18,762	18,762	18,762	18,762	18,762	225,148	239,360	295,628
Surplus/(Deficit) before assoc.		(3,573)	(3,573)	(3,573)	(3,573)	(3,573)	(3,573)	(3,573)	(3,573)	(3,573)	(3,573)	(3,573)	(3,573)	(42,877)	(41,001)	(45,497)
Taxation																
Attributable to minorities		-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Share of surplus/ (deficit) of associate		-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Surplus/(Deficit)	###	(3,573)	(3,573)	(3,573)	(3,573)	(3,573)	(3,573)	(3,573)	(3,573)	(3,573)	(3,573)	(3,573)	(3,573)	(42,877)	(41,001)	(45,497)

5. Top Level SDBIP

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Office of the Municipal Manager																	
No	KPA	IDP Objective	Sub Directorate	2016/2017 KPI	Measurement	POE	Baseline	Annual Target	Target Date	Q1 Target	Q1 Actual	Q2 Target	Q2 Actual	Q3 Target	Q3 Actual	Q4 Target	Q4 Actual
1	Good Governance and Public Participation (NKPA 5)	An Accountable Local Authority with a Fit for Purpose Workforce and Transparent Financial Management Practices (PDO 1)	Internal Audit	Internal Audit to perform an assessment of the internal control environment within the municipality and issue at least four internal audit reports to the Audit committee during the year	Number of Internal Audit reports compiled and submitted to Audit Committee	Manager: Internal Audit - Audit Reports	New	4	30-Jun-17	1		1		1		1	
2	Municipal Transformation and Institutional Development (NKPA 4)	An Accountable Local Authority with a Fit for Purpose Workforce and Transparent Financial Management Practices (PDO 4)	Office of the MM, Corporate Services and Finance	IT to conduct Implementation of Information Technology environmental controls to limit systems network downtime	Number of Implementation reports submitted to MM	Director of Finance: Implementation reports	New	4	30-Jun-17	1		1		1		1	
Audit Follow Ups																	
Planning and Development 2016/2017																	
No	KPA	IDP Objective	Sub Directorate	2016/2017 KPI	Measurement	POE	Baseline	Annual Target	Target Date	Q1 Target	Q1 Actual	Q2 Target	Q2 Actual	Q3 Target	Q3 Actual	Q4 Target	Q4 Actual
1	Service Delivery and Infrastructure Development (NKPA 1)	An Accountable Local Authority with a Fit for Purpose Workforce and Transparent Financial Management Practices (PDO 6)	PMS	PMS Unit must ensure that performance agreements are amended to ensure that MSCOA is adequately prioritized among other work responsibility	Performance agreements prioritizing MSCOA functions	Amended performance agreements in personnel files and PMS Audit File	New	Amended performance agreements	19-Jul-17	N/A	N/A	N/A	N/A	N/A	N/A	Amended performance agreements	
2	Municipal Transformation and Institutional Development (NKPA 4)	Developing a capable and development state (15)	PMS	PMS Unit must ensure that the PMS policy is implemented	Implemented PMS policy	Approved PMS Policy	New	Implemented PMS Policy	19-Jul-17	N/A	N/A	N/A	N/A	N/A	N/A	Implemented PMS Policy	
3	Municipal Transformation and Institutional Development (NKPA 4)	Developing a capable and development state (15)	Office of the MM	Office must ensure that KPI's are reached as set out in the SDBIP	Percentage of KPI's achieved	PMS Reports	New	All targets achieved	19-Jul-17	N/A	N/A	N/A	N/A	N/A	N/A	All targets achieved	

Directorate Corporate Services																	
No	KPA	IDP Objective	Sub Directorate	2016/2017 KPI	Measurement	POE	Baseline	Annual Target	Target Date	Q1 Target	Q1 Actual	Q2 Target	Q2 Actual	Q3 Target	Q3 Actual	Q4 Target	Q4 Actual
3	Municipal Transformation and Institutional Development (NKPA 4)	An Accountable Local Authority with a Fit for Purpose Workforce and Transparent Financial Management Practices (PDO 5)	Corporate services/ Office of the MM	Corporate Services/ Office of the MM to effectively communicate internally and to the public by conducting meetings regularly	Number of meetings conducted within department as well as with the public	Office of the MM - Minutes and attendance registers of meetings conducted internally and with the public	New	4	30-Jun-17	1		1		1		1	
4	Service Delivery and Infrastructure Development (NKPA 1)	An Accountable Local Authority with a Fit for Purpose Workforce and Transparent Financial Management Practices (PDO 6)	Disaster Management	Disaster Management Responding to all call outs within a reasonable time	Percentage of call outs responded to	Disaster Manager - Call out reports	New	100%	30-Jun-17	90%		90%		90%		90%	
5	Service Delivery and Infrastructure Development (NKPA 1)	Human Development Initiatives to Enhance the Social Wellbeing of all Residents (PDO 7)	Library Services	Libraries to continue to deliver services in all communities and development of services to include rural areas	An increase in the number of special library programmes for the youth especially in rural areas	Director Corporate Services - reports on special programmes per library	2 special programmes per library per year	4	30-Jun-17	1		1		1		1	
6	Municipal Transformation and Institutional Development (NKPA 4)	Developing a capable and development state (15)	Human Resources	The unit to implement the regular review of the leave plan	The leave plan reviewed	Director Corporate Services - reports on special programmes per library	Submission of documentary proof (minutes/ progress reports) on review of document	New	30-Jun-17	1		1		1		100%	

Audit Follow Ups Corporate Services 2016/2017																	
No	KPA	IDP Objective	Sub Directorate	2016/2017 KPI	Measurement	POE	Baseline	Annual Target	Target Date	Q1 Target	Q1 Actual	Q2 Target	Q2 Actual	Q3 Target	Q3 Actual	Q4 Target	Q4 Actual
1	Municipal Transformation and Institutional Development (NKPA 4)	Developing a capable and development state (15)	Human Resources	The unit to ensure that all employees have signed job descriptions	Signed Job descriptions in each and every personnel file	Personnel files within HR department should have signed Job Descriptions	New	All	18-Jul-17	N/A	100%	N/A	100%	N/A	100%	100%	
2	Municipal Transformation and Institutional Development (NKPA 4)	Developing a capable and development state (15)	Human Resources	Unit to ensure that data card limits are according to upper limit regulations	Data card limits according to upper limits	Proof of contracts obtained from service provider	new	in line with regulations	18-Jul-17	N/A	N/A	N/A	N/A	N/A	N/A	100%	
3	Municipal Transformation and Institutional Development (NKPA 4)	An Accountable Local Authority with a Fit for Purpose Workforce and Transparent Financial Management Practices (PDO 5)	Human Resources	The unit should ensure that all employees in acting positions for longer than 7 months consecutively is appointed in said positions	The appointment of such employees within said positions	Appointment letters of these individuals within their personnel files	new	All those acting for 7 months consecutively are appointed	18-Jul-17	N/A	N/A	N/A	N/A	N/A	N/A	100%	

Directorate Technical Services																	
No.	KPA	IDP Objective	Sub Directorate	2016/2017 KPI	Measurement	POE	Baseline	Annual Target	Target Date	Q1 Target	Q1 Actual	Q2 Target	Q2 Actual	Q3 Target	Q3 Actual	Q4 Target	Q4 Actual
7	Service Delivery and Infrastructure Development (NKPA 1)	Limiting the Presence in the Natural Environment to Return to a Heritage of Preservation (PDO 8)	Solid Waste Management	Solid waste management unit to remove waste and refuse in all areas of Kai Garib Municipality on a weekly basis	After inspection all refuse removed and sewerage waste attended to with an updated monthly public complaints register and/or calls logged regarding complaints	Superintendent: Waste - 12 reports on the removal of waste and sanitation along with logged calls	12 reports on the % of refuse removal complaints received and attended to along with the % of sewerage waste collections complaints received and attended to	12	30-Jun-17	3		3		3		3	
8.1	Service Delivery and Infrastructure Development (NKPA 1)	Maintenance and development of all Infrastructure and Services (PDO 9)	Roads and Parks	Roads and parks unit to maintain all recreational areas within the municipal boundaries on a quarterly basis	Number of reports of inspections and maintenance issues dealt with on a quarterly basis	Superintendent: Roads and Parks - 4 quarterly reports	4	4	30-Jun-17	1		1		1		1	
8.2	Service Delivery and Infrastructure Development (NKPA 1)	Maintenance and development of all Infrastructure and Services (PDO 9)	Roads and Parks	Resurfacing of 6 Kms of roads	Project reports and actual measurement on the ground	Superintendent: Roads and Parks - 4 quarterly reports	4	4	30-Jun-17	1		1		1		1	
9	Service Delivery and Infrastructure Development (NKPA 1)	Maintenance and development of all Infrastructure and Services (PDO 11)	Water and Sanitation	The department to attain green drop certification by 30 June 2017	Annual percentage performance per system report	Superintendent: DWA assessment report	New	80	30-Jun-17	80		85		90		100	

10	Service Delivery and Infrastructure Development (NKPA 1)	Maintenance and development of all Infrastructure and Services (PDO 14)	Water and Sanitation	The department to attain blue drop certification by 30 June 2017	Annual percentage performance per system report	Superintendent DWA assessment report	New	80	30-Jun-17	80	85	90	100		
11	Service Delivery and Infrastructure Development (NKPA 1)	Maintenance and development of all Infrastructure and Services (PDO 12)	Solid Waste Management	The department to continue service delivery of refuse removal in urban areas in accordance with service standards by 30 June 2017	Number of reports on refuse removal	Superintendent: Waste - 12 reports on the removal of waste and sanitation along with logged calls	12	12	30-Jun-17	3	3	3	3		
12	Service Delivery and Infrastructure Development (NKPA 1)	Maintenance and development of all Infrastructure and Services (PDO 13)	Stormwater	The unit to develop a network to negate impact of stormwater in all communities, especially flood prone areas by 30 June 2017	Number of reports on the improvement of the stormwater networks	Superintendent - 4 reports on the progress made with improvement	New	4	30-Jun-17	1	1	1	1		

Directorate Planning and Development																	
No	KPA	IDP Objective	Sub Directorate	2016/2017 KP1	Measurement	POE	Baseline	Annual Target	Target Date	Q1 Target	Q1 Actual	Q2 Target	Q2 Actual	Q3 Target	Q3 Actual	Q4 Target	Q4 Actual
13	Service Delivery and Infrastructure Development (NKPA 1)	To Stimulate Economic Growth for the Benefit of all the Communities (PDO 10)	Planning and Development	The department to upgrade and maintain municipal resorts to increase occupancy	Number of reports on maintenance done on all facilities and resorts	Director: Planning and development - 4 reports	4	4	30-Jun-17	1		1		1		1	
14	Local Economic Development (NKPA 2)	To Stimulate Economic Growth for the Benefit of all the Communities (PDO 16)	LED	The unit to develop the local economy, develop skills and eradicate poverty	Number of businesses provided with a development programme	Director: Planning and development - 4 reports	New	4	30-Jun-17	1		1		1		1	

Audit Follow Ups Planning and Development 2016/2017																	
No	KPA	IDP Objective	Sub Directorate	2016/2017 KPI	Measurement	POE	Baseline	Annual Target	Target Date	Q1 Target	Q1 Actual	Q2 Target	Q2 Actual	Q3 Target	Q3 Actual	Q4 Target	Q4 Actual
1	Good Governance and Public Participation (NKPA 5)	To Stimulate Economic Growth for the Benefit of all Communities (PDO 16)	Planning and Development	Unit must ensure that the IDP is linked to the budget	A clear link between SDBIP, IDP and Budget	PMS: Manager	New	1	19-Jul-17	N/A	N/A	N/A	N/A	N/A	N/A	Linkage Clear	

Directorate of Finance																	
No	KPA	IDP Objective	Sub Directorate	2016/2017 KPI	Measurement	POE	Baseline	Annual Target	Target Date	Q1 Target	Q1 Actual	Q2 Target	Q2 Actual	Q3 Target	Q3 Actual	Q4 Target	Q4 Actual
15	Municipal Financial Viability and Management (NKPA 3)	Strengthen and implement financial and asset management by 30 June 2017 (PDO 2)	Revenue	Revenue unit to strengthen and implement financial management by ensuring a collection rate of 90% by 30 June 2017	Percentage collection rate	Manager: Revenue - Financial Audit reports	New	90	30-Jun-17	75%		80%		85%		90%	
16.1	Municipal Financial Viability and Management (NKPA 3)	Implement financial reforms as required by MFMA before 30 June 2017 (PDO 3)	Budget and reporting	Budget and Reporting unit to implement financial reforms as required by maintaining a debt coverage cost coverage ratio of at least 2:1 annually	Debt coverage and cost coverage ratios in internal audit financial reports	Manager: Budgeting and Reporting	New	2:1	30-Jun-17	2:1		2:1		2:1		2:1	
16.2	Municipal Financial Viability and Management (NKPA 3)	Implement financial reforms as required by MFMA before 30 June 2017 (PDO 3)	Budget and reporting	Budget and Reporting unit to implement financial reforms as required by maintaining a budget variance of 10% or less	Financial reports indicating a comparison between projected budget expenditure and actual expenditure.	Manager: Budgeting and Reporting	New	10	30-Jun-17	15%		12%		10%		10%	

Audit Follow Ups Planning and Development 2016/2017														
No.	KPA	IDP Objective	Sub Directorate	2016/2017 KPI	Measurement	POE	Baseline	Annual Target	Target Date	Q1 Target	Q2 Target	Q3 Target	Q4 Target	Q4 Actual
1	Municipal Transformation and Institutional Development (NKPA 4)	Developing a capable and development state (15)	IT	The IT Unit must ensure that an IT Security Policy is compiled and approved by council	An approved IT Security policy	IT Unit/Finance Unit: An approved policy	New	Approved Policy	30-Aug-17	N/A	N/A	N/A	1 Approved IT Security Policy	
2	Municipal Transformation and Institutional Development (NKPA 4)	Developing a capable and development state (15)	IT	The IT Unit must ensure that access to the server room is restricted to authorised personnel only	Access control implemented at server room with access granted only with authority	IT Unit: Entrance logbook with authority granted by supervisor	New	Approved Policy	31-Jul-17	N/A	N/A	N/A	1 logbook in place	
3	Municipal Transformation and Institutional Development (NKPA 4)	Developing a capable and development state (15)	IT	The IT Unit must ensure that a Business Continuity Plan and Disaster Recovery policy is in place	A Business Continuity Plan and a Disaster recovery plan in place	IT Unit: Approved policy and plan in place	New	Approved Policy and Plan	30-Aug-17	N/A	N/A	N/A	1 Approved Policy and 1 Approved plan	
4	Municipal Transformation and Institutional Development (NKPA 4)	Developing a capable and development state (15)	IT	The IT unit must ensure that fire extinguishers are placed in strategic positions for extinguishing of fires threatening the server room	Clearly visible fire extinguishers in and around server room	Documentary evidence of fire extinguisher purchase and fire extinguishers in place	New	Fire extinguishers in place	18-Jul-17	N/A	N/A	N/A	Fire extinguishers in place	
5	Municipal Transformation and Institutional Development (NKPA 4)	Developing a capable and development state (15)	IT	The IT Unit must ensure that the following policies are approved by council and implemented: Logical Access Control, Password Policy, Patch Management Policy, Change Management Policy (For Software and Hardware)	All relevant policies in place	Documentary evidence of policies and council approval	New	Policies in place	18-Jul-17	N/A	N/A	N/A	Policies in place	

6	Municipal Transformation and Institutional Development (NKPA 4)	Developing a capable and development state (15)	IT	The IT Unit must ensure that an IT Steering committee is established	The establishment of the IT Steering Committee	Minutes and attendance registers of meetings conducted by the steering committee	New	Committee established	18-Jul-17	N/A	N/A	N/A	N/A	N/A	N/A	Committee established
7	Municipal Financial Viability and Management (NKPA 3)	Implement financial reforms as required by MFMA (PDO 3)	Expenditure	The expenditure unit must ensure that creditor reconciliations are signed as prepared reviewed and approved	Signatures of the different signatories on creditor reconciliations	Documentary evidence of various signatures on reconciliations	New	Creditor reconciliations signed at various stages of the process	18-Jul-17	N/A	N/A	N/A	N/A	N/A	N/A	Creditor reconciliations signed at various stages
8	Municipal Financial Viability and Management (NKPA 3)	Implement financial reforms as required by MFMA (PDO 3)	Expenditure	The expenditure unit must ensure proper authorisation is given before payments are done.	Relevant signatures on documents	Documentary evidence that payment advises are signed	New	Authorised payment advises	18-Jul-17	N/A	N/A	N/A	N/A	N/A	N/A	Authorised payment advises
9	Municipal Financial Viability and Management (NKPA 3)	Implement financial reforms as required by MFMA (PDO 3)	Expenditure	The expenditure unit must ensure that only suppliers who are registered on the CSD are used	List of suppliers used	Documentary evidence that only suppliers on the CSD are used	New	CSD list compared to suppliers used	18-Jul-17	N/A	N/A	N/A	N/A	N/A	N/A	CSD list compared to suppliers used

6. Project List

No	Focus Area	Strategic objectives	Programme /Project	Funding	Directorate	Indicator	Measure	Type of Indicator	Baseline	Annual Target	Target Date	Q1 Target	Q2 Target	Q3 Target	Q4 Target
1	Upgrading and maintenance of water purification plants and systems	Maintenance and development of all Infrastructure and Services	Soverby: Upgrading of Water Network	MIG	Technical Services	Upgrading of Water Network: Soverby -100% completed by 31 July 2018	Completion certificate, minutes of meetings / site visits -report	Output	New	100% Completion	30/06/2018	25%	50%	75%	100%
2	Upgrading and maintenance of water purification plants and systems	Maintenance and development of all Infrastructure and Services	Curriescamp: Upgrading of Water Network	MIG	Technical Services	Upgrading of Water Network: Curriescamp completed July 2018	Completion certificate, minutes of meetings / site visits -report	Output	New	100% Completion	30/06/2018	25%	50%	75%	100%
3	Upgrading and maintenance of water purification plants and systems	Maintenance and development of all Infrastructure and Services	Mettaggetscamp: Upgrading of Water Network	MIG	Technical Services	Upgrading of Water Network: Mettaggetscamp completed July 2018	Completion certificate, minutes of meetings / site visits -report	Output	New	100% Completion	30/06/2018	25%	50%	75%	100%
4	Upgrading and development of all infrastructure and Services	Maintenance and development of all Infrastructure and Services	Provision of High Mast Lighting in Kakamas	MIG	Technical Services	Providing community lighting in Kakamas	Completion certificate, minutes of meetings / site visits -report	Output	New	100% Completion	30/06/2018	25%	50%	75%	100%
5	Upgrading and development of all infrastructure and Services	Maintenance and development of all Infrastructure and Services	Provision of High Mast Lighting in Kenmes	MIG	Technical Services	Providing community lighting in Kenmes	Completion certificate, minutes of meetings / site visits -report	Output	New	100% Completion	30/06/2018	25%	50%	75%	100%

The SDBIP is hereby approved by:



MM LOUW: MAYOR

27/07/2017

Date